

Non-Certified Administrator Request

Per Administrative Rule 24:43:13:02, the school board president shall **submit in writing a request** to hire an individual lacking proper certification as a principal or superintendent to the Secretary of Education. This request should take the form of a letter signed by the school board president, outlining the reasons for the request. In addition to the letter, the school board must also submit, for the Secretary's approval, the completed form to outline the individual's "plan of intent."

A. BACKGROUND

Name: _____ DOB: _____

District: _____ Attendance Center: _____

Effective Beginning and End Date: _____

Proposed Plan School Year(s): _____

Circle One:

YES / NO I have previously held a Preschool – Grade 12 Superintendent Endorsement.

Current Position: (check one or both)

_____ **Building Manager (Acting Principal)**

_____ **CEO (Acting Superintendent)**

B. INTENDED PLAN (Check one and indicate your intended certification)

Certification options: Principal Endorsement, Principal Program, Superintendent Endorsement, Ed Specialist Superintendent Program

_____ Option 1 - Testing Alternative:

Intended certification _____

- Applies to those who are currently serving as a building manager or CEO.
- Must pass the designated state test and submit the passing score to SDDOE.
- Must complete the professional development plan (see below) outlining intent to complete either a Principal Endorsement/Program or Superintendent Endorsement/Program.

Once these requirements are met, the building manager/CEO will receive an authorization/endorsement to serve in their current capacity for up to 3 years.

_____ Option 2 – Testing Alternative for someone with a lapsed certificate:

Intended certification _____

- Applies to someone who has a lapsed certificate with a Principal or Superintendent Endorsement and is currently serving as a Building Manager or CEO.
- Must pass the state designated test and submit the passing score to SDDOE.
- Complete the required six hours of coursework for renewal.
- A professional development plan (see below) must be completed outlining the intent to complete the principal or superintendent program.

_____ Option 3 – Professional Development Plan:

Intended certification _____

- Applies to someone who plans to receive certification as a Principal or Superintendent.
- Must enroll and complete an approved educational administrative program within three years from the year of hire.
- Must complete the professional development plan (see below) outlining intent to complete either a Principal Endorsement /Program or Superintendent Endorsement/Program.

_____ Option 4 – One Year CEO Waiver:

- Available only to those individuals planning to resign or retire within a year.
- Exempt from taking the state designated test.
- Exempt from completing the professional development plan.

Provide the entire plan with expected date of completion for the endorsement/program requirement for either principal or superintendent certification.

- ☐ Principal Endorsement
- ☐ Principal Program
- ☐ Superintendent Endorsement
- ☐ Superintendent Program

Attending Institution(s)

Expected date of completion
2025-03-31

[illegible]

D. SIGNATURES: We hereby certify under the penalties of perjury that the information contained in this application is accurate and that no information pertinent has been intentionally or willfully withheld from this application.

Applicant	Date
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School Board President	Date
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Send this completed application to the Department of Education, 800 Governors Drive, Pierre, SD 57501 at least 60 days prior to the intended implementation date. For more information contact the Division of Assessment & Accountability (605)773-3426

For Department Use Only

Received:

Reviewed:

Reviewer: _____

Recommendation: